

# Invitation to Bid

LSUHSC-SHREVEPORT



BIDS WILL BE PUBLICLY OPENED:

April 01, 2010

02:00 PM

VENDOR NO. :  
SOLICITATION : 005475  
OPENING DATE : 04/01/2010

Return Bid in Envelope/Labels Provided to:  
Purchasing Department  
PO Box 33932  
Shreveport LA 71130

BUYER : Morrison, Richard  
BUYER PHONE : 318/675-5292  
DATE ISSUED : 03/18/2010  
REQ. NO :  
FISCAL YEAR : 0

Linear Accelerator Upgrade-TR

## INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES.
3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. SPECIFY YOUR PAYMENT TERMS: . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS

BY SIGNING THIS BID, THE BIDDER CERTIFIES:

- \* THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).
- \* THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL BE REJECTED.
- \* THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

THE BIDDER FURTHER CERTIFIES:

- \* COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
- \* THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
- \* THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID.
- \* THAT IF MY BID IS ACCEPTED WITHIN \_\_\_\_\_ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION).
- \* DELIVERY WILL BE MADE WITHIN \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER.

VENDOR PHONE NUMBER:

TITLE

DATE

FAX NUMBER:

SIGNATURE OF AUTHORIZED BIDDER  
(MUST BE SIGNED)

NAME OF BIDDER  
(TYPED OR PRINTED)

# Invitation to Bid

<b>STANDARD TERMS &amp; CONDITIONS</b>	Page 2 of 6
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<ol style="list-style-type: none"> <li>6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE</li> <li>7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE.</li> <li>8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.</li> <li>9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31).</li> <li>10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.</li> <li>11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.</li> <li>12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</li> <li>13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</li> <li>14. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</li> <li>15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</li> <li>16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH,</li> </ol>	

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BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

17. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

18. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

19. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

20. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.

21. DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE AN OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.

22. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

23. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR A OTHER NON-MERIT FACTOR.

25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

26. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR,

# Invitation to Bid

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OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.

28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.

29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.

30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE?    YES \_\_\_\_\_ NO \_\_\_\_\_  
 SPECIFY THE LINE NUMBER (S) \_\_\_\_\_  
 SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED \_\_\_\_\_  
 (NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)  
 DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE?    YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.  
 PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

31.1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR

31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR

31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS. BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.

# Invitation to Bid

SPECIAL TERMS & CONDITIONS	Page 5 of 6
<b>NUMBER</b> : 005475 <b>OPEN DATE</b> : 04/01/2010 <b>TIME:</b> 02:00 PM	<b>BIDDER:</b>
<p>32. Street address for bids returned via carriers like FedEx, UPS, etc.:</p> <p>LSU Health Sciences Center - Shreveport Attn: Purchasing (also put solicitation # here) 3010 Linwood Ave. Shreveport, LA 71130</p> <p>Mailing Address:</p> <p>LSU Health Sciences Center - Shreveport Attn: Purchasing (also put solicitation # here) P.O. Box 33932 Shreveport, LA 71130</p> <p>Hand-Delivered Sealed Bids are brought to:</p> <p>LSU Health Sciences Center - Shreveport Purchasing Department Room 203 1427 Kings Hwy Shreveport, LA</p> <p>33. Technical and/or service manuals must accompany products to the E. A. Conway Hospital in Monroe, LA.</p> <p>34. E. A. Conway Hospital POC is LaVerne Banks, Purchasing Department @ (318) 330-7290.</p> <p>35.. After the award, the Warranty Period may commence, and payment made, upon acceptance of the products by the user department, and the LSUHSC-S Biomedical Engineering Department.</p> <p>36. Bids shall be opened and the prices read aloud at 2:00, on 04/01/2010</p> <p>ALL BIDS BECOME A MATTER OF PUBLIC RECORDS AT THAT TIME. BY SUBMITTING A BID, BIDDER SPECIFICALLY ASSUMES ANY AND ALL RISKS AND LIABILITY ASSOCIATED WITH INFORMATION MARKED CONFIDENTIAL IN THE BID AND THE RELEASE OF THE INFORMATION.</p>	

# Invitation to Bid

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**PRICE SHEET**

NUMBER : 005475

BIDDER:

OPEN DATE : 04/01/2010 TIME: 02:00 PM

UNLESS SPECIFIED ELSEWHERE SHIP TO:

Line No.	Description			Unit Price	Extended Amount
1	<p>Linear Accelerator Control and Oncology Management System. See Attachment A for specifications</p> <p>Specify brand, model bid(if applicable)</p> <p>_____</p>	1.00	EA	_____	_____

Louisiana State University Health Sciences Center  
Equipment Specifications  
Shreveport, LA  
February 2010

**Linear Accelerator Control and Oncology Management System**

**NOTICE OF INTENT**

Louisiana State University Health Sciences Center-Shreveport, hereafter referred to as (LSUHSC-S) intends to purchase a replacement linear accelerator control system and oncology management system. The Vendor awarded the purchase agreement of these systems will be responsible for hardware and software upgrade or replacement to assure the proper operation of the current Elekta Precise Linear Accelerator. Upgrade or replacement may include but not limited to: IView GT on Board Imager and workstation, Linear Accelerator Desktop workstation, MLC positioning, monitoring and verification, operator pendants, patient support assembly or any other Linear Accelerator component. Currently the Elekta Precise Linear Accelerator 6 & 18 MV is equipped with Electrons, MLC, Dynamic Wedge, Portal Imaging and Record and Verify. The Linear Accelerator is currently operating on the following versions; IView 3.2, Desktop 4.2, Multi Access 8.30 L4.

The upgrades are to be an established program offering the ability to maintain performance and compatibility with the vendor's current level of technology or higher. The detailed specifications will provide a listing of all components but the major systems to be replaced are listed below:

- Record and Verify System
- Desktop PC including Hardware & Software for Linear Accelerator operation with MLC modifications
- Desktop PC including Hardware & Software for Onboard Imager and IView and hardware modifications

As part of the package proposal for equipment, the vendor's system is required to demonstrate to the Medical Center's satisfaction that it can meet the performance-based requirements below. LSUHSC-S, in its sole discretion, shall determine what constitutes substantive non-conformance with these bid specifications.

## SCOPE

This equipment is to be installed in the Radiation Therapy Building. This document describes performance specifications for the system. This system will utilize DICOM transfer for image export and import. The vendor must ensure that the system is compatible with existing equipment at LSUHSC. The vendor may contact Delaine Walker at (318) 675-8934 for equipment information. All licenses associated with this requirement must be obtained and provided at no additional charge by the vendor for interface purposes. LSUHSC will not incur any additional cost associated with interfacing and providing data transfer to the system.

## Technical Specifications

The record and verify must allow for simultaneous users. The desktop hardware must have more than enough memories, processing power, and speed for a reasonable calculation time that is comparable to the latest system in the market. The software must be able to handle treatment for external beam photon, electron beam, IMRT, Set up and Assist Program, MLC, and dynamic wedge. The upgrades must be DICOM compatible with current diagnostic imaging equipment, current record and verify system. Both hardware and software must also include training, technical support, and warranty service as specified. The warranty service must include software upgrades, phone-in customer service, WebEx service and on site service. All system components must be Year 2010 compliant.

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1. Oncology Management System with Electronic Medical Records
2. Patient Registration and Hospital Capture of Patient Demographics
3. Resource Scheduling and network to Hospital Invision Scheduling
4. Treatment Plan Capture: Plans and Images
5. Treatment Verification and Auto setup
6. Governor of Linear Accelerator for Treatment delivery, MLC Movement, Auto Setup, and Equipment Treatment Parameters
7. Portal Images, DICOM Transfer, Image Review, Image Scan (Vidar Scanner) and Image Storage
8. Image Registration for Clinical Setup and Treatment Delivery
9. Medical Billing, ICD9/10 & CPT Coding, Charge Capture, and Exporting to Hospital Network
10. Report, Noting and Documentation
11. Generation of Documents: Consult, Follow-up, End-of -Treatment, Referral Correspondence, and Report Library
12. Electronic Signature
13. Crystal Reports



14. Equipment Interfaces: Pinnacle and Eclipse Treatment Plan, Invision, Sunquest, GE Radiology Information System/PACS, Net Access (New EMR Software EPIC to be installed in near future)
15. Treatment Function and Key Pad
16. Desktop for Linear Accelerator operation
17. Onboard Imager & Desktop
18. Interfaces
19. Barcoding Capability
20. System Migration
21. Training
22. Installation
23. Warranty & Service Contract

System by physics. The system will store plans and images in patients' individual folders. System will accurately receive, store, and retrieve treatment parameters and data.

**5. Treatment Verification and Auto setup**

The Oncology Management system must have the ability to provide auto setup parameters for daily treatment delivery. The auto setup function will provide the therapist one-step activation for setting field size, table positioning, gantry rotation, collimator rotation, and MLC configuration. All parameters will be set according to the treatment plan received and will be set precisely or the therapist will be alerted to any parameter that does not meet predetermined tolerances or doses. After delivery of treatment, the system will record all treatment parameters used along with dose delivered and maintain cumulative total dose.

**6. Governor of Linear Accelerator for Treatment delivery, MLC Movement, Auto Setup, and Equipment Treatment Parameters**

The Oncology Management System must provide the drive and control system for the existing Elekta Precise linear accelerator treatment machine, multi-leaf collimators, independent jaws, collimator rotation, gantry rotation, treatment couch, dynamic wedge, multiple energies- photon and electrons, auto set-up and treatment parameters determined by the treatment plan. System must provide the ability for treatment overrides for performing Physics QA and pretreatment QA of plans. System must also allow for continuous high MU delivery for treating Total Body patients.

**7. Portal Images, Dicom Transfer, Image Review, Image Scan (Vidar Scanner) and Image Storage**

The Oncology Management System must receive, store, maintain, and retrieve images from Pinnacle and Varis treatment planning systems and IView Workstation via DICOM RT and import images from Vidar Scanner. The following functionality is mandatory:

- a. Import verification images from portal imaging system to electronic medical record via DICOM-RT
- b. Allow clinicians to access, review, measure and store images as part of electronic medical record
- c. Allows physicians to approve/reject images with documentation of necessary clinical changes or modifications
- d. Ability to scan & import hard copy images from Vidar VXR-16

**1. Oncology Management System with Electronic Medical Records:**

Current Oncology Management system will no longer be supported effective March 1, 2010, therefore installation timing of replacement components is critical (see installation section)

LSUHSC-S requires the vendor to provide a complete Management system in order for the Radiation Oncology Department to streamline all medical records into a paperless environment. In this system the vendor will provide patient registration; nursing assessments; diagnosis, staging, and coding; order management; patient assessment; electronic signature; physician H& P, consults, end of treatment summary, follow-up notes, weekly management notes, simulation orders and referral correspondence; care plan and treatment prescriptions; treatment delivery, daily documentation of equipment parameters and dose delivered; image managements, chart documentation, QA reports; ability to scan in and store outside images and documents; record correct CPT codes to procedures and export billing codes to hospital billing for individual patient accounts; along with providing an accurate treatment delivery. Minimum quantity of 10 electronic charting licenses. Minimum of 20 licenses to access database.

**2. Patient Registration and Hospital Capture of Patient Demographics**

Vendor must provide connectivity to hospital network to obtain patient demographics such as: patient date of birth, address, contact numbers, financial class, medical record number, SSN number, sex, race, insurance carrier, along with daily account numbers to be used with billing of procedures performed via HL7 ADT Import (Admission, Discharge, and Transfer). This information will be stored in the Oncology Management System for each individual patient.

**3. Resource Scheduling and network to Hospital Invision Scheduling**

Patient scheduling will be entered into the hospital network through Invision and the Oncology Management System must receive appointment schedule. The Vendor will provide HL7 import interface to Hospital Network to receive information to be stored into Oncology Management System. Minimum quantity of 10 scheduling licenses needed.

**4. Treatment Plan Capture: Plans and Images**

The Oncology Management System must allow Pinnacle and Varis (systems currently at LSUHSC) treatment planning data and images to be imported via Dicom RT. The system will allow physicians to review and approve treatment plans entered into Management

- e. Provide image work list for physicians and therapist

**8. Image Registration for Clinical Setup and Treatment Delivery**

The Oncology Management System must provide image registration of port film to DRR for accurate delivery of treatment. Therapist must be able to measure, superimpose, and align bony landmarks and fiducial markers for proper shift of patient prior to treatment delivery giving the calculated measurement for shift.

**9. Medical Billing, ICD9/10 & CPT Coding, Charge Capture, and Exporting to Hospital Network**

The Oncology Management System must provide charge capture following consults, film verification, daily treatments, weekly clinic visits, physics checks, immobilization devices, simulation. Information Specialist in department will audit and export billable procedures and supplies to Invision System in the hospital. To aid in patient disease and procedure coding, the Oncology Management System must have online ICD-9/10 and CPT code update tool. Vendor must provide HL7 interface to allow billing export from Radiation Oncology Department to Cirrus & IDX Billing (current systems at LSUHSC).

**10. Report, Noting and Documentation**

The Oncology Management System must provide documentation of patient assessment data: vital signs, side effects, and physical findings using customizable templates. The physician will use the system to document consult, history & physical, procedural, and weekly management notes, patient referrals, and end-of treatment notes. Physics staff will use reporting system to document weekly physics chart QA. Site license to allow scanning of outside documents as PDF type files. Site license to allow for patient assessment data.

**11. Generation of Documents: Consult, Follow-up, End of Treatment, Referral Correspondence, and Report Library**

The Oncology Management System must allow the radiation oncologist to use an independent voice recognition program for dictation and transcription of documents. It is the intent of the medical center to use the Dragon product. An HL7 interface must be provided for the exporting of documents to Hospital Lifetime Clinical Records.

12. **Electronic Signature**

The radiation oncologist must have the ability to signed treatment prescriptions and approve images, orders, procedural notes and documents within the Oncology Management System.

13. **Crystal Reports**

The Radiation Therapy Department must have the ability to compile raw data from the Oncology Management System into customizable reports using daily information such as registration data, scheduling data, treatment & charting information, charge captures and diagnosis distribution for analysis and reporting purposes.

14. **Equipment Interfaces: Pinnacle and Eclipse Treatment Plan, Invision, Sunquest, GE Radiology Information System/PACS, Net Access (New EMR Software EPIC to be installed in near future)**

The interfaces to the above systems must be provided by the vendor. The intent of these interfaces is to provide connectivity and exchange of critical information such as treatment summaries, treatment plans, consults, pathology and radiology reports to be integrated into departmental electronic medical record from other types of hospital information systems. The lab and radiology interfaces must provide importing of results Sunquest into oncology management system, and radiology results imported into oncology management system. The required interfaces are listed below:

- HL7 interface- Lab & Pathology results **import** into departmental oncology management system
- HL7 Interface- Radiology (RIS) results **import** departmental data management system
- HL7 Interface-Radiation Oncology document **export** to Hospital Lifetime Clinical Records
- HL7 Interface- Scheduling **import** from Hospital Invision System to Radiation Oncology Management System.
- HL7 ADT Interface- **import** (Admission, Discharge, and Transfer) from Hospital Registration to Radiation Oncology Management System.

**15. Treatment Function and Key Pad**

The treatment system must provide the therapists with the capability of linac auto set-up, start beam/termination beam, table movement, and imaging automatic set-up. The system must have at least the following functionality:

- a. MV Start, Interrupt and Terminate
- b. LED display to indicate on/off status
- c. Linac Assisted Setup (ASU) allows automatic gantry and diaphragm rotations
- d. Table ASU allows table translations and isocentric setup
- e. Imaging ASU allows automatic remote retraction of image detector
- f. Ergonomically designed key pad for prolonged ASU periods

**16. Desktop Control System for Linear Accelerator**

Vendor must provide a PC or control panel to operate the current linear accelerator. The current desktop version 4.2 will no longer be supported by Elekta which runs on Windows NT. The desktop user interface must be based on a Windows XP platform. This control system will manage and process pertinent patient and machine data. This system must ensure security and integrity of treatment being delivered. This control system must include all hardware and software to work in agreement with department's oncology management system.

The control processor must allow MLC frame capturing. Licenses must include MLC monitoring and license for camera gain control. All field hardware for MLC head electronics, motor drive kit, and Spectra Physics camera must be included.

**17. Onboard Imager & Desktop**

Current IView GT is no longer being supported effective January 1, 2010.

The Oncology Management System must provide a comprehensive image-enabled electronic medical record platform to streamline the entire treatment workflow. Hardware and software must be supplied for the acquisition and transfer of images from the treatment machine to onboard imager. The system must display images that enable therapists and radiation oncologists to adjust contrast using histogram equalizer. The system must provide for enhanced viewing and printing of these images. For IMRT images, onboard imager must allow tracking capability for fast & synchronized imaging. The onboard imager system must allow the therapist to automatically select prescription on linac, to select or create a patient record on the onboard imager, then

export and store images on to Oncology Management System through DICOM and maintain image database without further operator intervention.

**19. Barcoding Capability**

The Oncology Management System must use bar-coding technology to select patients, queue patients, track charts & film jackets, and capture charges by scanning barcode labels.

**20. System Migration**

During installation and training, the vendor must migrate existing data from current departmental electronic medical record system to new system without patient treatment downtime (during installation and implementation). All existing data must be migrated with no loss of information.

**21. Training**

On-Site training by vendor will focus on agreed-upon goals, format & agenda for therapists, nurses, dosimetrist, radiation oncologists, physicist, administrative assistant, and information specialist in Radiation Therapy Department. Complete on-site Desktop, Record & Verify System, and on-board imaging training must be supplied by the vendor at no cost to LSUHSC-S. Training must include:

- a. 3 days on-site Desktop & Digital Linear Accelerator training for radiation therapists during regular working hours
- b. 4 days on-site training for Oncology Management System and on-board imaging
- c. Staff to be trained shall include: therapists (record and verifying treatments), radiation oncologist (treatment management and care plans), nurses (documentation of lab & vitals), and information technologist (template building, Crystal reports, and database management). Vendor must provide assistance with moving toward paperless environment.
- d. If applicable, vendor must provide Continuing Education Credits must be all applications.

**22. Installation**

Installation and setup must be coordinated with the department to minimize impact on patient care.

- Any calibration and Quality Control of equipment shall be done by vendor and verified by physicist if needed. Documentation of Acceptance Test Protocol shall be provided and performed by vendor along with department physicist.
- Installation shall not exceed 90 days from date of PO being issued.
- Care must be taken to protect interconnecting cords and cables from physical damage. Cabling must be enclosed in metal raceway or conduit. Raceways required on the floor shall be run below the floor or installed flush with finished flooring.
- Owners and Operator's manual (in English) shall be provided. Access to on-line documentation, i.e. manuals, product notes, release notes.
- All service documentation to include service manuals, troubleshooting guides, schematics on all equipment under the bid.
- Include all software, hardware, code keys, passwords, and any other specialized equipment or software needed to repair this equipment. If any of the software, code keys, or passwords change, the awarded vendor will provide them at no charge to the facility as long as the equipment is in use.

### **23. Warranty & Service Contract**

The Oncology Management System including all components must include a twelve month warranty which will begin no earlier than the date of first clinical use. The warranty shall include all parts and labor for this 12 month period. During the warranty, software releases that do not provide new functionality must be included at no cost. Vendor must include pricing for a service contract to cover period after warranty expires. If the provided Oncology Management System becomes obsolete within the next five years, the vendor will provide new product releases at no additional cost. Vendor must supply free software upgrades and software updates or patches. Vendor must supply periodic service alerts regarding critical support issues. Vendor must guarantee immediate phone support 24 hrs. / 7 days week. Vendor must guarantee after hours, weekend and holiday availability and provide an on-site response time within 8 hours of call. Support must include unlimited e-mail and on-line support. Warranty must include continued training. If Desktop computer cannot be repaired within 24 hours, vendor must provide a loaner for operation of the Linac Treatment Machine.